

**BY ORDER OF THE COMMANDER**



**SAFB INSTRUCTION 48-103**  
**3 February 2000**  
**Medical Service**

**★FETAL PROTECTION PROGRAM**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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OPR: 82 AMDS/SGPM (Capt G. Bobel)  
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This instruction outlines responsibilities and procedures for environmental protection of pregnant members and management of pregnancy profiles for DoD active duty and civilian employees, as required under AFI 44-102, *Community Health Management*, and AFI 48-123, *Medical Examination and Medical Standards*. This instruction applies to all personnel assigned to Sheppard AFB.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** It has specifically been updated to outline the particular responsibilities of all base agencies involved in and to better define the sequence of events comprising the pregnancy profiling process. A “★” indicates complete revision from the previous edition, including the title.

**SECTION A -- GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

See Attachment 1

**SECTION B – GENERAL**

**1.** It is essential that pregnant females are managed in a manner that provides proper medical care and environmental protection for the pregnant member and fetus; are provided all duty restrictions individually tailored to fit the member's work environment and military duties; and that commanders and supervisors are properly informed of a member's applicable duty restrictions. Modification of the female workplace environment at the earliest possible time, especially during the first trimester of pregnancy (period of rapid fetal growth and organ development), is a proven method of reducing the effects of potential fetal hazards. A written profile (medical condition requiring limitations) will thus be

initiated on each pregnant worker to delineate duty restrictions based on workplace chemical and/or physical hazards. The routing of the final pregnancy profile will be performed expediently and will serve to effectively coordinate duty restrictions between the pregnant member, her supervisor and the attending medical provider. Pregnant workers, however, will not be categorically excluded from routine job duties based solely on pregnancy status, and recommendations for job variations will be based on quantifiable industrial hygiene surveillance or safety data. As always, workplace exposures requiring job modification or removal from the workplace will be approached from a relative risk (known threshold affecting successful reproduction) rather than absolute risk viewpoint, in terms of potential harm to the fetus. Occupational Reproductive Guideline chemical threshold values (published by the American Industrial Hygiene Association) will thus be recognized as the standard for assessing the fetal hazard risk to common workplace chemicals, and job modification or removal will be based on these thresholds. Additionally, upon training class entry, non-prior service students will be counseled by supervisors concerning the successful completion of specialty training if a student should become pregnant, especially where local class policy dictates mandatory course disenrollment.

### ***SECTION C -- RESPONSIBILITIES AND PROCEDURES***

#### **2. Female Active Duty (Permanent Party / Non-prior Service Students / Temporary Duty) Workers Will:**

**2.1** Immediately report to the 82d Medical Group for confirmation testing when pregnancy is suspected. Will immediately report a confirmed pregnancy to their workplace supervisor.

**2.2** Review this instruction as part of employee / specialty training course inprocessing and annually thereafter. (**NOTE:** Female students will review this instruction and applicable section operating instructions as a routine component of training class orientation. They will review all potential chemical hazards for their new environment prior to engaging in training and will sign a statement (Atch 2) indicating their intent to immediately seek medical attention and notify their supervisor when pregnancy is suspected.)

**2.3** Not be categorically excluded from workplace duties based solely on pregnancy status.

**2.4** Return to their medical provider for monthly follow-up appointments through the duration of their pregnancy and will discuss any need for further restrictions (as the pregnancy progresses) with the Maternal Child Flight provider. (**NOTE:** Temporary Duty (TDY) personnel will immediately inform their supervisor / Maternal Child Flight provider of their pregnancy status upon return to their home duty station. Their medical profile will be re-accomplished based on workplace exposures at their home duty station.)

**2.5** Honor all limitations of pregnancy profile (AF Form 422, **Physical Profile Serial Report**) restrictions.

**2.6** When provided with SAFB Form 274, **Supervisors' Statement of Work for Pregnant Employees** (Atch 3), by Public Health Flight (PHF), present it to their supervisor for completion and return it to PHF within two duty days.

**2.7** Provide a copy of the initial AF Form 422 received from Maternal Child Flight to their workplace supervisor and unit orderly room as proof of initial pregnancy verification.

**2.8** Coordinate with Physical Examinations and Standards (PES) to obtain a copy of the completed AF Form 422 and will provide a copy of the profile to their workplace supervisor and unit orderly room. Every attempt will be made to complete the final profile within 5 five duty days.

**2.9** Attend the first Pregnancy Orientation Training Class offered by Maternal Child Flight upon verification of positive pregnancy status.

**2.10** Immediately notify PHF or Flight Medicine PES section if for any reason the pregnancy terminates.

### **3. Female DoD-Employed Civilian Personnel Will:**

**3.1** Present confirmation of pregnancy to their supervisor, who will immediately direct the individual to Public Health Flight (PHF).

**3.2** Review this instruction as part of employee hiring/inprocessing and annually thereafter.

**3.3** Not be categorically excluded from workplace duties based solely on pregnancy status.

**3.4** Describe all workplace physical/chemical hazards during the PHF pregnancy interview. After telephone verification of workplace risk exposure(s) with the individual's supervisor and consultation with Bioenvironmental Engineering Flight (BEF), PHF will provide the pregnant member with additional preventive education on potential fetal hazards.

**3.5** Receive a provider's review (Flight Medicine Pregnancy Profile Officer) of the pregnant member's civilian healthcare (medical) provider's recommendations. The profile officer will review civilian provider recommendations for limitation of physical activities during pregnancy and forward a final duty recommendation to the pregnant member and her supervisor by completing a duty restriction notification letter (DRNL).

**3.6** Honor all limitations of the DRNL.

**3.7** Inform PHF of any change in medical condition requiring additional profile restrictions as recommended by a civilian healthcare provider.

**3.8** As soon as practicable, notify PHF or Flight Medicine PES section when employee's medical condition changes so the profile officer can revise the employee's duty restriction notification letter as soon as appropriate.

**3.9** Request their supervisor consult with Civilian Personnel Flight (CPF), when necessary, to coordinate their workplace absence or relocation due to pregnancy, as per current CPF regulations.

#### **4. Supervisors of Military Members Will:**

**4.1** Perform initial and annual pregnancy briefings for female personnel and document such information on AF Form 55, **Employee Safety and Health Record**.

**4.2** Emphasize the earliest possible reporting of all potential pregnancies and ensure employees / non-prior service students review this instruction initially and annually thereafter.

**4.3** Ensure potentially pregnant members are immediately referred to the 82d Medical Group Maternal Child Flight or a private physician (nonbeneficiary DoD civilians) for confirmation of pregnancy status.

**4.4** Brief female students on the first day of class regarding course administrative actions for students becoming pregnant while attending their specialty training course (training deficiency vs disenrollment). Training course supervisors will also answer all questions concerning potential chemical hazard exposures incurred by class attendance.

**4.5** Review their unit's workplace chemicals annually against the list of known reproductive chemical hazards (reproductive toxin database) and current Material Safety Data Sheets for updating and forwarding to BEF. Will also update the list and forward each time a new chemical containing a reproductive hazard is procured for use in the workplace.

**4.6** Immediately complete SAFB Form 274 when presented with this form by the pregnant worker and will ensure it is returned to PHF within 2 duty days.

**4.7** Observe all medical limitations for pregnant workers / students, as specified by AF Form 422 or the DRNL (non-beneficiary civilians), including no more than 40 hours duty performed within a 5-day work week or greater than three (3) 10-hr workdays as part of the 40-hour work week.

#### **5. Maternal Child Flight (82 MDOS/SGOB):**

**5.1** Maternal Child Flight (Women's Health Clinic) providers confirm the pregnancy status of eligible beneficiaries.

**5.2** Schedules the patient's pregnancy verification test for no earlier than 10 days from the first missed menstrual cycle. Pregnancy tests with positive results performed by hospital sections other than Maternal Child Flight will fulfill the requirement for pregnancy verification.

**5.3** Schedules the pregnant patient's first provider exam appointment for no more than 10 weeks from time of conception (10 weeks total gestation).

**5.4** Ensures the pregnant patient is scheduled for the next available Pregnancy Orientation Class. Also ensures the patient is aware of all other prenatal training classes and recommended time frames for attendance, including childbirth classes, breast feeding classes, post-partum classes, first-time parent classes (82 MDOS/SGOHF), new baby classes (82 MDOS/SGOHF) and sibling classes (82 MDOS/SGOHF).

**5.5** If the beneficiary is an active duty member, the provider will initiate SF 513, **Consultation Sheet – Medical Record**. The provider will also initiate AF Form 422 and refer the individual to PHF with these forms for education and workplace risk assessment.

**5.6** Upon verification of pregnancy, issues AF Form 422 (standard overprint) to the pregnant member, which will serve as a temporary medical profile after review and signature by the PES Profile Officer.

**5.7** Receives the draft profile recommendations from PES for review, and resolves any additional profile differences with the PES Profile Officer.

**5.8** Coordinates any additional profile restrictions (as the pregnancy progresses) with the PES Profile Officer and completes a revised AF Form 422 for this purpose.

**5.9** Files pregnancy paperwork received from PES in the patient's prenatal medical record.

**5.10** Clears all active duty members to return to the workplace after completion of their pregnancy.

**5.11** Informs PHF of all changes in status of active duty pregnant women seen by the Women's Health Clinic to include pregnancies resulting in premature termination.

## **6. Public Health Flight (82 AMDS/SGPM) Will:**

**6.1** Determine the nature of the individual's workplace duties using the Standard Form (SF) 600, **Chronological Record of Medical Care**, overprint (pregnancy workplace interview form) and through consultation with her supervisor. PHF will also provide preventive medicine education (workplace and non-workplace potential fetal exposure risks) to all pregnant members as part of its initial interview function, including information on wear of the chemical warfare defense ensemble (active duty Air Force mobility members). In all cases PHF will verify the pregnant

member's job duties with her supervisor either through telephone consultation or through SAFB Form 274 (or equivalent).

**6.2** Consult with BEF on a patient-by-patient basis concerning environmental chemical hazard exposures for those pregnancies involving females working in industrial shops or non-prior students attending training classes.

**6.3** Track completion status of the pregnancy profile package to ensure local timelines are not exceeded. Overall profile completion times will be based on the date of the confirmed positive Human Chorionic Gonadotropin (HCG pregnancy test) until issue of the final profile by PES. Completion times exceeding 7 duty days will be closely scrutinized.

**6.4** After receiving all required information, forward initial pregnancy profile recommendations to PES by completing SF 513.

**6.5** Forward a DRNL for pregnant DoD civilian members to be reviewed and signed by the PES Profile Officer.

**6.6** Forward additional profile restriction information (on nonbeneficiary AF civilians) from private physicians to the PES Profile Officer and CPF.

**7. Bioenvironmental Engineering Flight (82 AMDS/SGPB) Will:**

**7.1** Supply each workplace annually with an updated list of known reproductive chemical hazards (AIHA Reproductive Toxin Database).

**7.2** Task each supervisor annually with identifying their workplace chemical hazard risks for forwarding to BEF.

**7.3** Begin to measure both Occupational Reproductive Guideline (ORG) and Threshold Limit Value (TLV) chemical exposure levels on routine industrial hygiene workplace evaluations.

**7.4** Continue to assess and document the potential for exposure to ionizing radiation, and heat stress, as well as chemical/biological hazards in base industrial shops and will include such assessment comments on the SF 513.

**7.5** Ensure pregnant members exposed to ionizing radiation are monitored monthly through the use of Thermoluminescent Dosimetry (TLD) badges IAW AFI 48-125, The US Air Force Personnel Dosimetry.

**7.6** Identify harmful fetal chemical exposures in the pregnant member's workplace by referencing its previous case file exposure measurements (TLV) against the AIHA's most current

occupational reproductive guideline (ORG) threshold exposure value for harmful reproductive effects.

**7.7** Measure or assess ORG levels (chemical threshold values affecting reproduction) via further air sampling/extrapolation from predicted values (in those situations where specific chemical air sampling has not yet been performed).

**7.8** Perform special surveys, as needed, to quantify previously unmeasured workplace chemicals or assess changes to workplace procedures for additional chemical exposure potential.

**7.9** After case file/special survey review, provide a written comment on the SF 513 for review by PHF depicting the specific fetal hazard(s), the ORG level(s) and potential for exposure based on the pregnant member's job duties within the workplace.

**7.10** Return the SF 513 to PHF within 5 duty days.

## **8. Physical Examinations and Standards (82 AMDS/SGPFE) Will:**

**8.1** Ensure the Profile Officer signs the standard overprint AF Form 422 and provides this to the pregnant member as a temporary pregnancy profile until the final profile is completed.

**8.2** Complete the finalized AF Form 422 upon receipt of necessary forms from PHF, including any additional restrictions as deemed necessary by PES.

**8.3** Place the original AF Form 422 in the member's medical record and provide a copy to the pregnant member, the pregnant member's unit orderly room, Military Personnel Flight, PHF, and Maternal Child Flight.

**8.4** Review the validity of all AF Form 422 pregnancy profiles on a monthly basis via review of its 31/81 (medical) profile roster and any additional information provided by the Maternal Child Flight provider.

**8.5** Review each AF Form 422 with restrictions beyond the standard pregnancy profile at monthly Occupational Health Working Groups (recognized subcommittee of the 82 MDG Aerospace Medicine Council).

**8.6** Ensure the PES Profile Officer reviews/signs the DRNL for civilian pregnancies (conflicts between military workplace restrictions and those of a civilian provider will be resolved by the PES Profile Officer). Will also ensure the original DRNL is forwarded to CPF with copies provided to the pregnant member, the pregnant member's supervisor, and PHF.

**SECTION D – FORMS CITED**

**9. The following forms will be used to generate the final pregnancy profile/provide documentation of supervisor pregnancy briefings:**

**9.1.** AF Form 55, *Employee Safety and Health Record*.

**9.2.** AF Form 422, *Physical Profile Serial Report*.

**9.3.** SF 513, *Consultation Sheet – Medical Record*.

**9.4.** SF 600, *Chronological Record of Medical Care*.

**9.5.** SAFB Form 274, *Supervisors' Statement of Work for Pregnant Employees*.

**★10. History of publication:** Instruction was formerly titled: *Chemical Hazards Protection*, dated 31 Dec 97.

SHARLA J. COOK, Brig Gen, USAF  
Commander

Attachments

1. Glossary of References and Supporting Information.
2. Sample Student/Instructor Certification.
3. Supervisors' Statement of Work for Pregnant Employees.



***Attachment 1***

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

AFI 44-102, *Community Health Management*, Jul 98.

AFPD 48-1, *Aerospace Medical Program*, Jul 93.

MDG OI 48-11, *Physical Profile Serial Report – AF Form 422*, May 96.

AFI 48-123, *Medical Examination and Standards*, Nov 94.

AFI 48-135, *USAF Personnel Dosimetry Program*, Mar 99.

AFI 48-145, *Occupational Health Program*, Apr 99.

American Industrial Hygiene Association (AIHA) Journal, *A Screening Method for Occupational Reproductive Health Risk*, Jul 96.

*Attachment 2*

***SAMPLE STUDENT/INSTRUCTOR CERTIFICATION***

MEMORANDUM FOR (squadron and office symbol of course supervisor) (Date)

FROM: (name of student/instructor)

SUBJECT: Fetal Protection from Chemical Hazards

I certify that I have read and understand SAFBI 48-103, (Date), Fetal Protection Program. I agree to notify my instructor/supervisor immediately if I know or suspect I am pregnant.

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RANK/NAME

Course Number

## Attachment 3

SUPERVISORS STATEMENT OF WORK FOR PREGNANT EMPLOYEES (This form is subject to the Privacy Act of 1974. Use blanket PAS, DD Form 2005.)					DATE (YYYYMMDD)
NAME OF EMPLOYEE (Last, First, MI)		SSN	GRADE	AFSC	JOB TITLE
ORGANIZATION AND OFFICE SYMBOL	NAME OF DUTY SECTION		BUILDING NO.	ROOM NO.	DUTY PHONE NO.
CHEMICAL EXPOSURES (include anesthetic gases)					<input type="checkbox"/> YES <input type="checkbox"/> NO
CHEMICAL NAME	STOCK NO.	MANUFACTURER	AMOUNT/FREQUENCY/MANNER OR USE BY MEMBER		
IONIZING RADIATION EXPOSURE (X-ray exposure only):					<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, is employee enrolled in the monthly Thermoluminescent Dosimeter (TLD) program?					<input type="checkbox"/> YES <input type="checkbox"/> NO
Explain duties: (Example: Student shoots 2 dozen radiographs daily for 5 days while enrolled in block IV of the training course):					
Heat/Cold Stress Exposure:					<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, are duties performed outdoors on a regular basis?					<input type="checkbox"/> YES <input type="checkbox"/> NO
Explain duties: (Example: Member works on flightline 6 hours per day for three days during a 32 day course)					
Are duties performed indoors in hot or humid and/or cold area?					<input type="checkbox"/> YES <input type="checkbox"/> NO
Explain duties: (Example: AGE Course or dining facilities)					